

SPECIAL USE APPLICATION
ATLANTA BOARD OF ZONING APPEALS

FOR OFFICE USE ONLY

Location

_____ Town of Atlanta
_____ Jackson Township

Fee: _____
Parcel No. _____
Docket No. _____
Reviewed By _____
Hearing Date _____
Decision Date _____
Article _____
Section _____ T _____ N _____ R _____ E
Size of Property _____

Existing Zoning: _____
Business
Name: _____
Subdivision
Name: _____

Project Address: _____

Applicant Name: _____

Address: _____ Phone: _____

Contact Person: _____

Address: _____ Phone: _____

Attorney: _____

Address: _____ Phone: _____

Architect Engineer: _____

Address: _____ Phone: _____

Special use application is for: _____

Must Have Attached

_____ Site Location Map
_____ Certified List of Affected
Property Owners
_____ Signed Legal Notice
_____ Site Plan, Photos, Drawings
Elevations, Statements,
Letters of Support, other
_____ Petitioner Findings
_____ Written approval TAC Committee

Signature of:

Applicant _____

Contact Person _____

Attorney _____

Date _____

Owner _____

LEGAL NOTICE

Town of Atlanta
BOARD OF ZONING APPEALS

The Atlanta Board of Zoning Appeals will meet on _____ at
_____ in the Atlanta Town Hall, 105 East Main Street Atlanta, IN 46031
in order to hear the following petition:

DOCKET NO. _____

A _____ concerning Section
_____ of the Town of Atlanta Zoning Ordinance in order to

Project Address: _____

Legal Description Attached? (Yes or No)

The petition may be examined at the office of the Atlanta Building Commissioner, 105 East Main Street, Atlanta, Indiana 46031.

Interested parties may offer an oral opinion at the Hearing or may file written comments concerning the matter to be heard prior to or at the Hearing.

The Hearing may be continued from time to time as may be found necessary.

Petitioner's Name: _____ Date: _____

VARIANCE/SPECIAL USE REQUIREMENTS

- Discuss procedure with Building Commissioner.
- Complete application, submit to Board office along with the required supporting information thirty (30) days prior to the hearing date.
- Obtain area location map of property under discussion (indicate property). (Available from the Tax Map Office, 1st floor of the Historic Courthouse). Submit to Board Office.
- Obtain 10 copies of the Site Plan showing existing features and buildings and proposed change to property requiring the Variance. Submit to Board office.
- Obtain 10 copies plan, drawings, sketches, photos, elevations that will help explain the variance to Board members. Submit to Board office.
- Prepare 10 copies of the Petitioner's list of findings or reasons why the Board should approve the variance. Submit to Board office.
- Obtain 1 copy of the list of adjacent property owners that are to be notified by the Petitioner by certified-return receipt mail (you may get list from the County Tax Map Office or a title company.) Submit to Board office. (For Requirement Variance, Land Use Variance or Special Use, all property owners two (2) properties deep or 600 feet, whichever is less.
- Obtain the legal notice form from Board office - sign, date and return to Board office for the wording of the notice. (Notices to be sent by petitioner to required adjacent property owners and the Noblesville Ledger.)
- Pay Variance/Special Use fee to be determined by the Board Office.
- Obtain docket number from Board office.
- Send notice to adjacent property owners and put notice in the Noblesville Ledger & Topics Newspaper Office located at 13095 Publisher's Drive, Fishers, Indiana. **Notice must be published in paper and mailed no less than ten (10) days prior to the day of the Board meeting, not including the day of the meeting.** When the notice is taken to the Ledger it will not be printed in the paper for at least three (3) days; therefore, the notice will need to be at the Ledger office thirteen (13) days before the day of the hearing.
- Submit (3 days prior to the Board meeting) to the Board office. receipts that certified notices to adjacent property owners were mailed and certification (green cards) notices received and proof-of-publication from the newspaper that the notices were received and published.
- Owners of property SHALL be present at the Board meeting "Hearing" concerning the variance petition.

If you have any questions, contact the Atlanta Building Commissioner at 105 East Main Street, Atlanta, IN 46031 or call (765) 292-2626.

PETITIONER'S FINDINGS

State reasons why you feel your request should be approved by the Board.

(Please provide 10 copies with your completed application.)

Petitioner's Presentation to Board Members

1. Please address the Board members when your petition is called.
2. Speak clearly and loudly without shouting.
3. State your name and current address for the record.
4. Explain in detail the variance you are requesting to the Board members.
5. Explain why you are requesting the variance.
6. Explain the hardship involved that causes you to need the variance you are requesting.
 - a. Explain in detail why the approval of your variance will not be injurious to the public health, safety, morals, and general welfare of the community.
 - b. Explain in detail that if the variance is approved that the property adjacent to the property where the variance is to be located will not be affected in a substantially adverse manner.
 - c. Explain in detail why the strict application of the requirements of the existing Zoning Ordinance would result in an unnecessary hardship in the use of the subject property.